



23921

# Administrative Knowledge Questionnaire

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Knowledge	Knowledge Level	Knowledge Source
	No Knowledge ① Understand General Issues ② Contribute/Train ③ Teach Undergrd/Train Entry ④ Teach Grad/Train Prof ⑤ Write Book ⑥	Read/Personal Interest ① On-the-Job Experience ② Non-Academic Training ③ Undergraduate Courses ④ Graduate Courses ⑤
1. The fundamentals of mathematics (e.g., addition, multiplication) and ways they can be applied (e.g., interest rates, formulation of budgets).	① ② ③ ④ ⑤ ⑥	① ② ③ ④ ⑤
2. The use of basic spreadsheet/database design functions, such as identifying variable names and number of characters.	① ② ③ ④ ⑤ ⑥	① ② ③ ④ ⑤
3. Information available on the Internet and the World Wide Web.	① ② ③ ④ ⑤ ⑥	① ② ③ ④ ⑤
4. Team behavior, team building, and group processes.	① ② ③ ④ ⑤ ⑥	① ② ③ ④ ⑤
5. Procedures and techniques necessary for directing teams to effectively work together toward a common goal.	① ② ③ ④ ⑤ ⑥	① ② ③ ④ ⑤
6. U.S. Government personnel disciplinary actions and procedures.	① ② ③ ④ ⑤ ⑥	① ② ③ ④ ⑤
7. Leadership principles, such as modeling and succession planning.	① ② ③ ④ ⑤ ⑥	① ② ③ ④ ⑤
8. Managerial principles such as mentoring, long-term strategic planning and visioning.	① ② ③ ④ ⑤ ⑥	① ② ③ ④ ⑤
9. Employee performance standards and the procedures involved in preparing and reviewing them.	① ② ③ ④ ⑤ ⑥	① ② ③ ④ ⑤
10. Motivation strategies such as pay-for-performance and relating employee goals and development to organizational goals.	① ② ③ ④ ⑤ ⑥	① ② ③ ④ ⑤
11. The U.S. Constitution and its history.	① ② ③ ④ ⑤ ⑥	① ② ③ ④ ⑤
12. The structure of the Supreme Court and how Justices are appointed.	① ② ③ ④ ⑤ ⑥	① ② ③ ④ ⑤
13. Accounting principles and techniques, including procedures for recording, reviewing, and reconciling account information.	① ② ③ ④ ⑤ ⑥	① ② ③ ④ ⑤
14. Basic economic principles such as supply and demand.	① ② ③ ④ ⑤ ⑥	① ② ③ ④ ⑤



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Knowledge	Knowledge Level	Knowledge Source
	No Knowledge (1) Understand General Issues (2) Contribute/Train Novices (3) Teach Undergrd/Train Entry (4) Teach Grad/Train Prof (5) Write Book (6)	Read/Personal Interest (1) On-the-Job Experience (2) Non-Academic Training (3) Undergraduate Courses (4) Graduate Courses (5)
15. Cross-cultural issues, such as work styles and key aspects of language and culture required to communicate routine issues.	(1) (2) (3) (4) (5) (6)	(1) (2) (3) (4) (5)
16. Federal funding resources, budget amounts, and accounting procedures.	(1) (2) (3) (4) (5) (6)	(1) (2) (3) (4) (5)
17. Procedures for protecting classified documents.	(1) (2) (3) (4) (5) (6)	(1) (2) (3) (4) (5)
18. U.S Government procurement and contract policies and procedures (e.g., contract terms, specifications, proposal evaluation, competitive bidding process, acquisition regulations).	(1) (2) (3) (4) (5) (6)	(1) (2) (3) (4) (5)
19. Inventory and property management procedures, including disposal regulations, warehousing, and internal control procedures logging resources for distribution.	(1) (2) (3) (4) (5) (6)	(1) (2) (3) (4) (5)
20. The terms, procedures (e.g., design, bid, award), activities, and contract specifications associated with construction, building maintenance and repair projects, including resource allocation and the impact of external events on construction projects.	(1) (2) (3) (4) (5) (6)	(1) (2) (3) (4) (5)
21. U.S. General Service Administration regulations and policy.	(1) (2) (3) (4) (5) (6)	(1) (2) (3) (4) (5)
22. Foreign affairs authorization and appropriations processes.	(1) (2) (3) (4) (5) (6)	(1) (2) (3) (4) (5)
23. Principles of project management in routine construction or maintenance projects.	(1) (2) (3) (4) (5) (6)	(1) (2) (3) (4) (5)
24. U.S. contract law, regulations and policies.	(1) (2) (3) (4) (5) (6)	(1) (2) (3) (4) (5)
25. Procedures involved for entering and retrieving data from computer systems.	(1) (2) (3) (4) (5) (6)	(1) (2) (3) (4) (5)
26. Budgeting principles.	(1) (2) (3) (4) (5) (6)	(1) (2) (3) (4) (5)